

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington DC 20350-2000

OPNAVINST 1120.2C
Pers-23
8 July 1994

OPNAV INSTRUCTION 1120.2C

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: U.S. NAVAL RESERVE OFFICER PROGRAMS OPEN TO ACTIVE DUTY NAVAL ENLISTED PERSONNEL

Ref: (a) Naval Military Personnel Manual

Encl: (1) Policy and Procedures for U.S. Naval Reserve Officer Programs Open to Active Duty Enlisted Personnel (U.S. Navy or Naval Reserve)
(2) Brief sheet (detach and utilize as appropriate, then destroy)

1. Purpose. To revise eligibility requirements and processing procedures for active duty enlisted members of the Naval Reserve or Regular Navy who desire to apply for an active duty Naval Reserve commission via Officer Candidate School (OCS) or Officer Indoctrination School (OIS). This instruction has been completely revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1120.2B.

3. Information. Following are directives containing information and procedures for officer programs leading to a commission in the Regular Navy or Naval Reserve which are not included under the provisions of this instruction:

a. U.S. Naval Academy—Naval Academy Preparatory School Program: reference (a), article 1020220 and OPNAVINST 1531.4F.

b. Chief Warrant/Limited Duty Officer: reference (a), article 1020290 and BUPERSINST 1131.1 of 10 Aug 93.

c. Naval Reserve Officers Training Corps scholarship Program: reference (a), article 1020210 and OPNAVNOTE 1533, subj: Naval Reserve Officers

Training Corps (NROTC) Scholarship Programs, published annually.

d. Appointment in the Medical Service Corps: reference (a), article 1020130, SECNAVINST 1120.8B (NOTAL), NAVMILPERSCOMINST 1131.3A.

e. Appointment in the Medical Corps after training as a physician at the Uniformed Services University of the Health Sciences: SECNAVINST 1500.8A. Attendance at civilian medical schools with active duty obligation following graduation through the Armed Forces Health Professions Scholarship Program: SECNAVINST 1520.8A (NOTAL).

f. Appointment in the Nurse Corps: reference (a), article 1020135 and SECNAVINST 1120.6B (NOTAL).

g. Broadened Opportunity for Officer Selection and Training Program: reference (a), article 1020360 and OPNAVNOTE 1500, subj: Broadened Opportunity for Officer Selection and Training Program (BOOST), published annually.

h. Enlisted Commissioning Program: reference (a), article 1020355 and OPNAVNOTE 1530, subj: Enlisted Commissioning Program (ECP), published annually.

i. Medical Enlisted Commissioning Program: reference (a) article 1020356, NAVMILPERSCOMINST 1131.4A, and SECNAVINST 1120.6B (NOTAL).

4. Action. Commanding officers are encouraged to forward applications of qualified enlisted members of the U.S. Navy and U.S. Naval Reserve on active duty serving in their commands following the instructions in enclosure (1).

5. Forms

a. The following forms are available through Navy supply system using requisitioning procedures contained in NAVSUP P-2002:

(1) DD 1879 (Rev. 3-90), DOD Request for Personnel Security Investigation, S/N 0102-LF-009-7300

0579L00572290



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(2) DD 398 (Rev. 3-90), DOD Personnel Security Questionnaire, S/N 0102-LF-008-5900

(3) DD 398-2 (Rev. 3-90), DOD National Agency Questionnaire, S/N 0102-LF-008-6000

(4) DD 372 (Rev. 8-88), Request for Verification of Birth, S/N 0102-LF-004-3200,

(5) FD 258 (Rev. 12-82), Fingerprint Card, S/N 0104-LF-006-9600

(6) NAVCRUIT 1100/11 (Rev. 5-90), Application for Commission or Warrant Rank, S/N 0114-LF-007-0000

(7) NAVCRUIT 1100/13 (Rev. 3-81), Interviewer's Appraisal Sheet, S/N 0114-LF-011-0065

(8) OPNAV 1740/1 (Rev. 6-82), Dependent Care Certificate, S/N 0107-LF-017-4005

(9) OPNAV 5520/20 (Rev. 10-79), Certificate of Personnel Security Investigation, Clearance and Access, S/N 0107-LF-055-2101

(10) NAVPERS 5521/3 (Rev. 1-77), Certification of Completed Security Investigation, S/N 0106-LF-055-2115

(11) NAVPERS 1306/7 (Rev. 4-86), Enlisted Personnel Action Request, S/N 0106-LF-013-0637

b. The following forms are available from General Services Administration:

(1) SF 88 (Rev. 3-89), Report of Medical Examination, NSN 7540-00-634-4038 (single sheet—8½ x 11) and NSN 7540-00-753-4570 (single sheet—8½ x 22 folded to 8½ x 11)

(2) SF 93 (Rev 3-74), Report of Medical History, NSN 7540-00-181-8368

R. J. ZLATOPER

**Deputy Chief of Naval Operations
(Manpower and Personnel)**

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POLICY AND PROCEDURES FOR U.S. NAVAL RESERVE OFFICER PROGRAMS
OPEN TO ACTIVE DUTY ENLISTED PERSONNEL (U.S. NAVY OR U.S. NAVAL
RESERVE)

PART I - GENERAL

1. Description of the Programs. Applicants eligible under the provisions of this instruction are trained through three sources:

a. Officer Candidate School (OCS). OCS provides 13 weeks of officer candidate indoctrination and training at the Naval Aviation Schools Command, Pensacola, Fl. Enlisted applicants selected for the program in paygrade E-4 and below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. The following designators with active duty obligations are available through the OCS program.

<u>UNRESTRICTED LINE (URL)</u> <u>COMMUNITY</u>	<u>TRAINING</u> <u>DESIGNATOR</u>	<u>POST</u> <u>QUALIFICATION</u> <u>DESIGNATOR</u>	<u>ACTIVE DUTY</u> <u>OBLIGATION</u> <u>(NOTE 1)</u>
Surface Warfare (Conventional)	1165	1115	4 years upon commissioning
Surface Warfare (Nuclear) (Nuclear Propulsion Officer)	1165	1115	5 years upon commissioning
Submarine Warfare (Nuclear) (Nuclear Propulsion Officer)	1175	1125	5 years upon commissioning
Special Warfare (SEAL)	1185	1135	4 years upon commissioning
Special Operations (Explosive Ordnance Disposal, Diving/Salvage, Explosive Ordnance Management)	1195	1145	4 years upon commissioning
Aviation Officer Candidate (AOC)/Pilot	1395	1315	Option of: (a) 7 years active duty obligation commencing the date of designation as a Naval Aviator in the Maritime

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or Rotary
Wing
communities
or
(b) 8 years
active duty
obligation
commencing
the date of
designation
as a Naval
Aviator in
the Jet
community.

Naval Flight Officer
Candidate (NFOC)

1375

1325

6 years
active duty
obligation
commencing
the date of
designation
as a Naval
Flight
Officer.

<u>RESTRICTED LINE (RL) COMMUNITY</u>	<u>TRAINING DESIGNATOR</u>	<u>POST QUALIFICATION DESIGNATOR</u>	<u>ACTIVE DUTY OBLIGATION (NOTE 1)</u>
Special Duty (Engineering Duty)	NA	1465	4 years upon commissioning
Special Duty (Engineering Duty Option)	1165	1465	4 years upon commissioning (NOTE 2)
Special Duty (Cryptology)	NA	1615	4 years upon commissioning
Special Duty (Intelligence)	NA	1635	4 years upon commissioning
Special Duty (Oceanography Option)	11X5	1805	4 years upon commissioning
Special Duty (Oceanography)	NA	1805	4 years upon commissioning
Special Duty (Intelligence) Officer Candidate (SDIOC)	NA	1635	4 years upon commissioning

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Aerospace Engineering Duty Officer (Aviation Maintenance) (AEDO (AM))	NA	1525	4 years upon commissioning
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<u>STAFF CORPS OFFICER COMMUNITY</u>	<u>TRAINING DESIGNATOR</u>	<u>POST QUALIFICATION DESIGNATOR</u>	<u>ACTIVE DUTY OBLIGATION (NOTE 1)</u>
Supply Corps	NA	3105	4 years upon commissioning
Civil Engineer Corps (CEC)	NA	5105	4 years upon commissioning

Notes: (1) Total military service obligation is 8 years. Any part of such service that is not active duty shall be performed in the Ready Reserve unless discharged sooner by proper military authority.

(2) Surface and submarine options: obligation is for 2 years from the date of redesignation as 146X.

(3) Time to train from start of OCS to designation as a Naval Aviator or Naval Flight Officer usually varies from 15 to 24 months.

b. Officer Indoctrination School (OIS). OIS provides 6 weeks of indoctrination training for officers directly appointed into specialized officer communities. Enlisted applicants selected for those programs receive a direct appointment as Ensign, USNR. A direct appointment program with training at OIS is available for the following designators:

<u>URL COMMUNITY</u>	<u>RANK</u>	<u>DESIGNATOR</u>	<u>ACTIVE DUTY OBLIGATION NOTE (1)</u>
Nuclear Power School Instructor	ENS	1105I	4 years upon completion of OIS
Naval Reactors Engineer	ENS	1105NR	4 years upon completion of OIS or 5 years upon completion of NROTC and commissioning

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Note: (1) Total Military Service Obligation is 8 years. Any part of such service that is not active duty shall be performed in the Ready Reserve unless discharged sooner by proper military authority.

c. Seaman to Admiral Program. The Seaman to Admiral program is applicable to enlisted personnel of the regular Navy and the Naval Reserve on active duty (including Training and Administration of Reserves (TAR) personnel). Community assignment will be determined by the Chief of Naval Personnel for Military Policy and Career Progression (Pers-2) after approval of board results. Selectees will be appointed as permanent ensign, U.S. Naval Reserve after indoctrination at OCS. Following commissioning in the unrestricted line, officers will be assigned to community specific training as appropriate.

(1) Members disenrolled from OCS for any reason will revert to their former rates and made available for general assignment. Reverted members will be required to serve their original or extended period of obligated service, as applicable. Members disenrolled from training after commissioning will be able to enlist at their former paygrade, with permission of the Chief of Naval Personnel, if not selected for another officer community.

(2) Upon successful completion of initial sea duty and warfare qualification, officers will be administratively screened and selected for a college degree completion program.

(3) All applicants must meet the basic requirements set forth in Part II, with the exception of the education requirement, plus the following:

(a) Be serving in pay grade E-5 or above with at least four years of continuous active duty service.

(b) Have a minimum Officer Aptitude Rating (OAR) of 40.

(c) Be a high school graduate or possess a GED.

(d) Have no record of conviction by courts-martial, NJP, or civil court for any offense other minor traffic violations since age 17. Driving under the influence violations are not considered minor traffic violations and are disqualifying.

(e) Students in other accession programs are not eligible.

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(4) Applications will be submitted to Pers-251, Seaman to Admiral Selection Board. Specific dates, changes in eligibility requirements, and other pertinent information will be published annually by NAVADMIN.

2. Disenrollment

a. Applicants selected for a commissioning program who are disenrolled from OCS will revert to their former rates in the Regular Navy or Naval Reserve and be made available for general assignment. Reverted candidates will be required to serve their original or extended period of obligated service, as applicable, or such other as may be required by the Secretary of the Navy under law. Unsuccessful candidates who would normally be released to inactive duty may, if they so desire, sign an agreement to remain on active duty under reference (a), article 1050300.

b. Candidates who are disenrolled from officer candidate training for any reason other than physical may reapply for an officer program 1 year after the date of their disenrollment. Commanding officers shall evaluate the applicant's performance and abilities, and give pertinent details as to whether the applicant's experience in the last year would better enable them to complete the course than on the initial attempt. Those individuals desiring reconsideration shall submit a new application.

3. Reevaluations. Applicants who are not selected for an officer program may request reevaluation of their applications by submitting such a request to the Commander, Navy Recruiting Command (COMNAVCRUITCOM) via their commanding officer. Applicants should submit any additional information and/or recommendations they believe will enhance their opportunity for selection. In cases where the original request was submitted more than 6 months previously, a new application is required. In cases where the original application is less than 6 months old, the request for reevaluation with new information supporting such a request, new Interviewer's Appraisal Sheets and a command endorsement are required.

4. Transportation of Dependents and Household Effects. Enlisted applicants selected for officer candidate or direct appointment programs are entitled to transportation of dependents and household effects to the appropriate training site at government expense only if training in that location will be of 20 weeks duration or more, and the applicant is otherwise eligible under the provisions of the Joint Travel Regulations (JTR) and Navy travel policies.

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PART II - REQUIREMENTS

1. Citizenship. Applicants must be citizens of the United States.
2. Education. Specific education requirements are listed in paragraph 10. A baccalaureate degree or higher from a regionally accredited college or university is the minimum requirement for a commission in all programs. Applicants are not eligible for OCS until the baccalaureate degree, or a letter from the college or university stating that all degree requirements have been met, is obtained. Prior to submission of application, graduates of a non-accredited or foreign institution must have their degrees certified by an international consulting firm. COMNAVCRUITCOM will require a written statement regarding accreditation as compared to a degree granted by accredited colleges and universities in the United States. Only if the certification is positive may the application be submitted. Questions concerning various consulting firms which may be used for that purpose should be directed to COMNAVCRUITCOM (Code 313), DSN 226-4885, Comm. (703) 696-4885.

3. Age. Applicants for all programs must be qualified under reference (a), article 1020100.

4. Testing

a. All applicants for the OCS program will be administered the Officer Aptitude Rating (OAR) examination (Math/Verbal (MVT)/Mechanical Comprehension Test (MCT) of the Aviation Selection Test Battery (ASTB)). There is no minimum OAR score, however, programs are highly competitive. All applicants for OCS programs are screened on the whole person concept.

b. All applicants for aviation officer programs will be administered the ASTB. The test consists of subtests MVT, MCT, spatial apperception (SAT), and aviation/nautical information (ANT) which combine to give an Aviation Qualification Rating (AQR). The tests scores are combined and weighted to produce a pilot flight aptitude rating (PFAR), pilot biographical inventory (PBI), flight officer aptitude (FOFAR), and flight officer biographical inventory (FOBI). The following minimum scores are the criteria for submitting an application:

	<u>AOC</u>	<u>NFOC</u>	<u>SD(INTEL)</u>	<u>AEDO(AM)</u>
AQR/PFAR/PBI or AQR/FOFAR/FOBI	3/4/4	3/4/3	3/0/0	5/0/0

Intelligence and aviation maintenance officer candidates must take all four subtests to attain the requisite AQR but do not have to attain a minimum FAR/BI score.

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c. All applicants applying for an officer program must include in their application package an official report of written examination scores from Commander, Naval Aerospace Medical Institute (NAMI), Operational Psychology Department (Code 411), NAS Pensacola, Florida 32508-5100. Official letter requests from the applicant's commanding officer to NAMI must include applicant's name, rate, social security number, where test was administered, and month and year of testing.

d. Applicants applying during recruit training or within 6 months of commencement of active duty must submit a signed statement indicating:

Place of enlistment

Date of enlistment

Recruiter

Counseling on officer programs conducted before enlistment by an officer recruiting officer: Yes/No

Tested on ASTB/OAR before enlistment: Yes/No

Place of testing

Approximate date of testing

Previous application for an officer program: Yes/No

Date

Place

Disposition

e. Applicants who have been tested previously may not be retested for 6 months.

5. Physical Qualifications

a. Applicants must be physically qualified per following standards contained in chapter 15 of the Manual of the Medical Department. AOCs must have at least 20/30 uncorrected vision correctable to 20/20, normal color and depth perception. AOC applicants must be physically qualified and aeronautically adapted for the actual control of aircraft. NFOCs must be physically qualified and aeronautically adapted for duty involving flying as Naval Flight Officers.

b. Minor physical defects may be waived by the Commander, Navy Recruiting Command on the recommendation of the Chief, Bureau of Medicine and Surgery.

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c. Applicants for the AOC, NFOC programs must be administered a flight physical examination by a naval activity having a flight surgeon attached. They must also qualify under the Anthropometric Classification System. All other applicants must submit the results of a complete commissioning physical.

6. Dependency Restrictions. There are no restrictions relative to dependency status which apply to persons being appointed in the naval service under commissioning programs covered in this instruction. All applicants with dependents must be advised that persons accepted for commissioned naval service are expected to maintain a high degree of commitment to professional responsibilities and no exemptions from personnel policies or preferential treatment for duty assignments, etc., by virtue of dependency status are to be anticipated. Single parents, or applicants who are married to a service member and have dependents, must submit a statement of dependent care indicating arrangements for care of their dependents during training and other periods of absence.

7. Service Status

a. Active Duty. Applicants must be serving on active duty in an enlisted status. Inactive Naval Reservists serving on active duty for training are not eligible to apply under this instruction. They should have their applications processed at a Naval Reserve Command or Naval Reserve Recruiting Support Activity.

b. Grade. Applicants may be serving in any rating or paygrade.

c. Discharge. Applicants must be eligible for an honorable discharge.

d. Extension of Enlistment. Applicants for OCS programs must have at least 6 months of obligated service remaining on current enlistment upon receipt of orders to school. Selectees having less than the required minimum time remaining are authorized to extend their enlistments up to 12 months. Voluntary extensions are not authorized if the aggregate of all extensions during the current enlistment exceeds 48 months. In these cases, the individual must reenlist. Orders will be issued contingent upon extension of enlistment when applicant does not have the required amount of obligated service before transfer. COMNAVCRUITCOM should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify.

8. Retirement. Members with more than 10 years active service shall be counseled and shall acknowledge in writing that they understand the following:

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a. They must complete at least 10 years commissioned service to attain retirement eligibility under 10 U.S.C. 6323.

b. Upon completion of 3 years of active commissioned service, they should request appointment in the Regular Navy under MILPERSMAN 1020120.

c. They are subject to attrition action under SECNAVINST 1920.6A.

9. Other Qualifications. All applicants for appointment must manifest leadership qualities, be of high moral character, and good personal habits. They must be motivated for service in a commissioned status within the designator or specialty for which they are applying.

10. Designator Qualifications and Follow-on Training Requirements

a. Unrestricted Line (URL)

(1) URL, Surface Warfare (1165), OCS. Upon successful completion of OCS, 1165 officers will be ordered to Surface Warfare Officers School for a 16-week course of instruction. Officers designated 1165 normally attain Surface Warfare Officer qualification within 24 months of shipboard service. Upon attaining Surface Warfare Officer qualification, 1165 officers will be assigned an 1115 designator.

(2) URL, Special Warfare (SEAL) (1185) (Male only), OCS. Reference (a), article 1420160 delineates specific training and qualification requirements for designation as a Special Warfare Officer. Qualification testing will be accomplished per reference (a) article 1410380 (exhibit 4) in the presence of a commissioned officer prior to OCS for applicants selected under the provisions of this instruction. Maximum age limit is 29 at time of commissioning; that may be adjusted for up to 24 months for enlisted members with SNEC 532X.

(3) URL, Special Operations (1195), OCS. Reference (a), article 1420180 delineates specific training and qualification requirements for designation as a Special Operations Officer. Qualification testing will be accomplished per reference (a), article 1410380 (exhibit 4) in the presence of a commissioned officer prior to OCS for applicants selected under the provisions of this instruction. Maximum age limit is 29 at time of commissioning; that may be adjusted for up to 24 months for enlisted members with SNEC 53XX.

(4) URL, Nuclear Propulsion Officer Candidate (NUPOC) (1165/1175), OCS. In addition to a baccalaureate degree or higher, applicants must have completed the following:

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(a) One year, i.e., two semesters, two trimesters or three quarters, of college calculus through differential and integral calculus of one real variable with a "B" average or better grade (a "C" average or better if the applicant's degree is in physics, math or engineering).

(b) One year, i.e., two semesters, two trimesters or three quarters, of a basic college physics (calculus-based) course covering the classic fundamentals of mechanics, magnetism, and electricity with a "B" average or better grade (a "C" average or better if the applicant's degree is in physics, math or engineering).

(c) Candidates who have taken the above in advanced placement high school courses and have been allowed to validate these courses by their college and have taken additional courses in college beyond the minimum requirements are considered to have met eligibility requirements.

After initial screening and before final selection, applicants for the NUPOC program will be ordered to Washington, DC, for a personal interview with the Director, Naval Nuclear Propulsion Program, who will make the final selection decision. After completion of OCS and commissioning, NUPOCs will attend a 6 month course of instruction at Nuclear Power School, Orlando, Florida, and then will be ordered to one of the Nuclear Power Training Units (NPTU) for a 6-month course. The Deputy Chief of Naval Operations (Manpower and Personnel) may designate a specific number of applicants to serve on surface nuclear ships. Applicants who are not physically qualified for submarine duty will be assigned to surface nuclear ships. Upon successful completion of the nuclear power training pipeline, NUPOC source officers will be screened for and, if tendered, must accept a regular appointment. Officers will then attend the Submarine School at New London, Connecticut or Surface Warfare Officers School at Newport, Rhode Island, prior to reporting to their first permanent duty station. Applicants must be volunteers for submarine duty. Upon attaining Submarine Warfare Officer qualification, 1170 officers will be assigned an 1120 designator. Upon attaining Surface Warfare Officer qualification, 1160 officers will be assigned an 1110 designator.

(5) URL, Nuclear Power School Instructor/Naval Reactors Engineer (1105I/NR), OIS. Applicants must have a minimum of a baccalaureate degree, preferably in mathematics, physics, engineering or other suitable technical/scientific subject. Applicants must have completed:

(a) One year, i.e., two semesters, two trimesters or three quarters, of college calculus through differential and integral calculus of one real variable with a "B" average or better.

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(b) One year, i.e., two semesters, two trimesters or three quarters, of a basic college physics (calculus-based) course covering the classic fundamentals of mechanics, magnetism and electricity with a "B" average or better.

(c) Candidates who have taken the above in advanced placement high school courses and have been allowed to validate the courses by their college and have taken additional courses in college beyond the minimum requirements are considered to have met eligibility requirements.

After initial screening and prior to final selection, applicants will be ordered to Washington, DC for a personal interview with the Director, Naval Nuclear Propulsion Program, who will make the final selection decision. Selected applicants receive an appointment as Ensign, USNR and after completion of OIS will be assigned for duty as an instructor at Nuclear Power School or at the Division of Naval Reactors.

(6) URL, Aviation Officer Candidate (AOC) (pilot) (1395), OCS. Student Aviators will be designated 1395 while continuing through primary and advanced training leading to qualification as either a multi-engine propeller, jet or helicopter aviator.

(7) URL, Naval Flight Officer Candidate (NFOC) (1375), OCS. Student NFOs will be designated 1375, and receive training in advanced navigation, electronics, and aviation orientation. After successful completion of NFO training they are redesignated as Naval Flight Officers, 1325, with specialization in either Anti-Submarine Warfare, Electronic Counter Measures Evaluation, Radar Interception or Bombardier/Navigator.

b. Restricted Line (RL)

(1) RL/Engineering Duty Officer (EDO), Surface Option (116X/111X/146X). Prior to attending OCS or during a Surface Officer's initial sea tour, he/she may apply to Bureau of Naval Personnel (BUPERS) for the Engineering Duty Surface Option Program. If accepted for the program, the officer is designated as a Surface Engineering Duty Option Officer (116X). Upon completion of Surface Warfare Qualification (111X), Postgraduate School, a second sea tour (preferably as Department Head) and after favorable performance review by an informal administrative screening board, the officer is redesignated into the Restricted Line, designator 146X. If the performance review is not favorable, the officer retains the original designator (111X).

(2) RL/EDO, Submarine Option (117X/112X/146X). During Submarine Officer's initial sea tour, he may apply to BUPERS for the Engineering Duty Submarine Option Program. If accepted for the program, the officer is designated as a Submarine Engineering Duty Option Officer. Upon completion of Submarine Warfare Qualification, Post Graduate School, a department head tour and

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after favorable performance review by an informal administrative screening board, the officer is redesignated into the Restricted Line, Designator 146X. If the performance review is not favorable, the officer retains the original designator (112X),

(3) RL, Special Duty Officer (Cryptology) (1615), OCS. Applicants with baccalaureate degrees and educational and/or professional experience in mathematics, engineering, computer technology, physics, electronics or foreign languages are desired. Prior experience with the Naval Security Group is also desirable. After commissioning at OCS, follow-on training of 18 weeks duration is conducted at the Naval Security Station, Washington, DC.

(4) RL, Special Duty Officer (Intelligence) (1635), OCS. A baccalaureate degree in engineering, computer science, physical or natural science, government, modern history, political science, international relations or other field related to intelligence is preferred. Regardless of major, candidates should have a strong background in mathematics and physics. Experience in Naval Intelligence is also preferred. Prospective 1635 officers attend OCS. Follow-on training of approximately 20 weeks duration is conducted at Navy-Marine Corps Intelligence Training Center, Dam Neck, Virginia.

(5) RL, Special Duty Officer (Oceanography) (1805), OCS. As a minimum, a baccalaureate degree in meteorology or physical oceanography or a comparable degree in mathematics, physics, geophysics, or engineering with at least 30 semester hours of courses in meteorology and/or oceanography is preferred. College graduates with civilian or military experience in meteorology, oceanography or hydrography who do not meet the educational requirements will be considered on an individual basis, but their records must be clearly outstanding in all respects. Academic background and grade point average should meet entry requirements for graduate level education programs. Initial obligatory service after successful completion of OCS and commissioning will normally be divided between a shore duty tour at one of the major oceanographic activities and a tour of duty aboard a surface combatant.

(6) RL, Special Duty Oceanography Option (11X5/1805), OCS. A baccalaureate degree in meteorology or physical oceanography or a comparable degree in mathematics, physics, geophysics, or engineering with at least 30 semester hours of courses in meteorology and/or oceanography is preferred. Upon completion of OCS, applicants will be commissioned Ensign, USNR, designator 1165 depending upon individual desires and needs of the Navy. After commissioning, 1165 officers will attend Surface Warfare Officers School. Applicants will complete at least a 2-year tour of sea duty during which they will obtain surface or

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submarine warfare qualifications as appropriate.' Upon completion of initial sea tour and warfare qualification, they may be redesignated in the Restricted Line, designator 1805.

(7) Aerospace Engineering Duty Officer, (Aviation Maintenance) (1525), OCS. Following completion of OCS and commissioning, AEDOs (Aviation and Maintenance) are ordered to Aviation Maintenance Officer School, Pensacola, Florida, for an additional 10-week course of instruction before assignment to the fleet.

c. Staff Corps

(1) Supply Corps (3105), OCS. After completion of OCS and commissioning, Supply Corps Officers are ordered to the Navy Supply Corps School, Athens, Georgia, for 27 weeks training in the operation of Navy Supply and Logistics Systems.

(2) Civil Engineer Corps (CEC) (5105), OCS. Applicants for the Civil Engineer Corps must have a baccalaureate degree or higher in engineering from among those accredited colleges listed by the Accreditation Board for Engineering and Technology (ABET). Preferred engineering fields of study are civil, mechanical, electrical, or architectural accredited by the National Architectural Accrediting Board (NAAB). Applicants possessing other engineering degrees may be considered on an individual basis. Selectees attend the 10-week Civil Engineer Corps Officer School, Port Hueneme, California, after completion of OCS.

PART III - APPLICATION PROCEDURES

1. General. Application for all programs may be submitted at any time as the Administrative Selection Board is in continuous session. Normal processing time varies from 4 to 6 weeks after receipt by COMNAVCRUITCOM.

2. Procedures. The following steps will ensure orderly and expeditious assembly of an application.

a. Written Request. Enlisted members of the Navy who wish to be considered for an appointment will submit a written request to their commanding officer, briefly outlining their qualifications for the program desired.

b. Administering Tests

(1) The Officer Aptitude Rating (OAR) Examination (MVT and MCT portions of the ASTB) will be administered to all OCS applicants. Aviation applicants must take the entire ASTB. Test materials are distributed by Commanding Officer, Naval Aerospace Medical Institute, Operational Psychology Department for permanent custody to those activities which have, as part of

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their mission, frequent requirements for administering this test battery. The activities include Navy Recruiting Districts, Marine Corps Officer Selection Offices, service academies, officer training activities, and Marine Corps Air Stations. If at all practical, applicants desiring to be tested should be referred to activities having permanent custody of the material.

(2) Where it is highly impractical for an applicant to travel to an activity having permanent custody of ASTB test materials, these materials may be obtained for temporary use by means of a letter request from the commanding officer of the requesting activity to Commander, Naval Aerospace Medical Institute Operational Psychology Department (Code 411), NAS Pensacola, Florida 32508-5100. The letter request should indicate the intent to comply with standardized testing procedures and state that adequate security provisions, testing facilities and test administrative personnel are available. The name and social security number for the applicant requiring testing is also required. All test material, including used and unused test answer sheets, must be returned within 30 days of receipt. Receipt of the testing material must be acknowledged within 5 working days. Activities requesting test material should arrange testing schedules so that the materials are used and returned promptly. When materials are returned, a score report will be issued to the activity for inclusion in the applicant's package.

c. Physical Examination

(1) AOC, NFOC applicants who achieve a qualifying score on the ASTB, and who appear to be physically qualified, should be ordered to the nearest naval activity having a flight surgeon attached for a flight physical examination. The findings of the flight physical examination shall be recorded on the Report of Medical Examination (SF-88) and Report of Medical History (SF-93).

(2) Applicants for all other programs require a complete physical examination under standards contained in Chapter 15, Manual of the Medical Department. Findings shall be recorded on the SF-88 and SF-93. Physical examinations must be dated no more than 24 months earlier than the date of the application.

d. Assembly of the Application File and Interview

(1) When an applicant has been determined to be physically qualified and has assembled the documents required to substantiate personal qualifications, the applicant will submit a formal application (NAVCRUIT 1100/11) to COMNAVCRUITCOM (Code 313) via the commanding officer.

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(2) Commanding officers will ensure all essential documents are added to the application file as required in Part IV of this instruction. Commanding officers shall appoint an interview board consisting of three commissioned officers, O-3 or above. In the event it is impractical to convene a board of the seniority prescribed, the commanding officer shall perform the function of the board and shall justify the necessity of doing so by including the reason in his or her endorsement. The board will assess the personal qualifications of the applicant based on observations made during the course of the interview. The applicant's file should be made available to interviewers before the interview so they may address items in the application which are of interest or require clarification during the interview. Each member shall record his/her evaluation on a separate Interviewer's Appraisal Sheet (NAVCRUIT 1100/13) after the interview is completed, and ensure that these forms are included in the application.

(3) If it is necessary to transfer a person whose application is pending, the commanding officer will prepare an endorsement as of the date of the transfer and will forward it to the commanding officer of the applicant's new duty station with appropriate comment and recommendation. An entry will be made in the service record of the candidate indicating the individual is an applicant for appointment under the provisions of this instruction and all pertinent documents will be forwarded with his/her service record.

e. Review of Completed Application File and Preparation of Forwarding Endorsement. The completed application file shall be reviewed for accuracy and consistency. The commanding officer's endorsement shall contain:

(1) the applicant's test scores;

(2) brief, specific remarks summarizing the commanding officer's evaluation of the applicant's overall qualifications for the appointment for which the applicant is applying. Comments with regard to motivation are particularly important; and

(3) a specific statement recommending or not recommending the applicant for selection.

f. Forwarding the Completed Application. The completed application shall include all documents specified in Part IV of this instruction and shall be forwarded to the Commander, Navy Recruiting Command (Code 313), 801 N. Randolph St., Arlington, Virginia 22203-1991. Notification as to selection or non-selection will be made by COMNAVCRUITCOM, to the applicant via the individual's commanding officer.

Enclosure (1)

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PART IV - DOCUMENTS

1. Unless otherwise noted, one copy of each of the forms and documents listed below is required for all program applications. Forms should be assembled in the order listed. The application file will be fastened together with the use of 2" capacity Prestrong or ACCO paper fasteners. Do not use staples or other such means of fastening.

a. Applicant's letter request and commanding officer's endorsement.

b. Report of Medical Examination (SF-88) and Report of Medical History (SF-93). When item 59 of the SF-88 reflects vision worse than 20/20 uncorrected, item 60 must contain a statement of manifest refractive error or lensometer measurement of applicant's corrective lenses. Statements in item 60 such as "lenses," "glasses," etc., are not acceptable. The FALANT is the only acceptable test for color vision determination (Block 64).

c. OPNAV 5520/20. If the applicant has had a satisfactory personnel security investigation (PSI) and has not had a break in naval service for more than 12 months, the commanding officer may submit a signed or certified copy of OPNAV 5520/20 (Certificate of Personnel Security Investigation, Clearance and Access) to attest to the completed investigation.

d. National Agency Questionnaire (DD 398-2).

e. Application for Commission or Warrant Rank, U.S. Navy or U.S. Naval Reserve (NAVCUIT 1100/11).

f. Certified copy of birth certificate or Verification of Birth Form (DD 372).

g. Interviewer's Appraisal Sheet (NAVCUIT 1100/13). The original of each interview, minimum of three, must accompany the package. Appraisal sheets should be typewritten, or legibly handwritten. The sheets should not be given to the applicant.

h. Enlisted Personnel Action Request (NAVPERS 1306/7).

i. Service record data. Certified copies of all evaluations, and all page 4 and 13 entries if the applicant is serving on first enlistment, regardless of paygrade.

j. Transcript of all college work completed. Two copies of each transcript should be obtained, one for inclusion in the application and one for filing in the field enlisted service record. Transcripts must bear both the signature of the registrar or designated representative and the raised seal of the educational institution.

Enclosure (1)

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k. Dependent care statement, OPNAV 1740/1. Complete per NAVMILPERSMAN article 3810190.

1. Any other documents which the commanding officer or applicant considers pertinent to the selection process.

Enclosure (1)

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OPNAVINST 1120.2C of 08 JUL 1994

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Enclosure (2)